

McCann & Associates LLP

Chartered Professional Accountants

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CORPORATE INCOME TAX QUESTIONNAIRE

1) **Representative**

Title

E-mail

Home Phone Number

Cell Phone Number

Name of Corporation

Address

Business Number

GST/HST Number

2) Please list the details of the company's income including GST/HST:

Name of Payor					
Total Amount					
GST/HST Collected					

3) Please list all expenses with the GST/HST paid as follows:

Expense Item	Amount Paid	Expense Item	Amount Paid	Automobile	Amount Paid
Telephone		Accommodation		Gas	
Association dues		Bank Fees		Repairs	
Music CDs		Professional Services		Insurance	
Office		Other		Loan Interest	
Repairs		Promotion	Amount Paid	Washing	
Accounting		Meals		Lease	
Local Transit		Theatre		License	
Travel		Gifts		Parking	
Supplies		Photos		Business KMs	
Insurance		Advertising		Total KMs	
Misc.		Other		Misc.	
Agent		Office/Studio Expense	Amount Paid	Other	
Prof Development		Rent			
Recording		Interest			
Other Labour		Taxes			
Publications		Insurance			
Rentals		Utilities			
Travel Meals		% Used for Business			

4) Please list all GST/HST and corporate tax instalments:

GST/HST:

Corporate Tax:

5) Other items:

I. Please list all bank account balances as at your corporate year end:

II. Please list all equipment purchased during the year:

III. Please list all Accounts Receivable as at your corporate year end:

IV. Please list all Accounts Payable as at your corporate year end:

V. If you have any rental income, please list the rental income and expenses (i.e. interest, property taxes, utilities, insurance, repairs, etc.):

VI. Please bring all Federal and Provincial tax remittances to the client meeting.

VII. Please bring all corporate investment certificates or broker statements received in the year to the client meeting.

6) Additional information:
